

How To Create A Training Event

MiRegistry approved training helps Michigan’s early childhood and out of school time professionals meet their professional development needs.

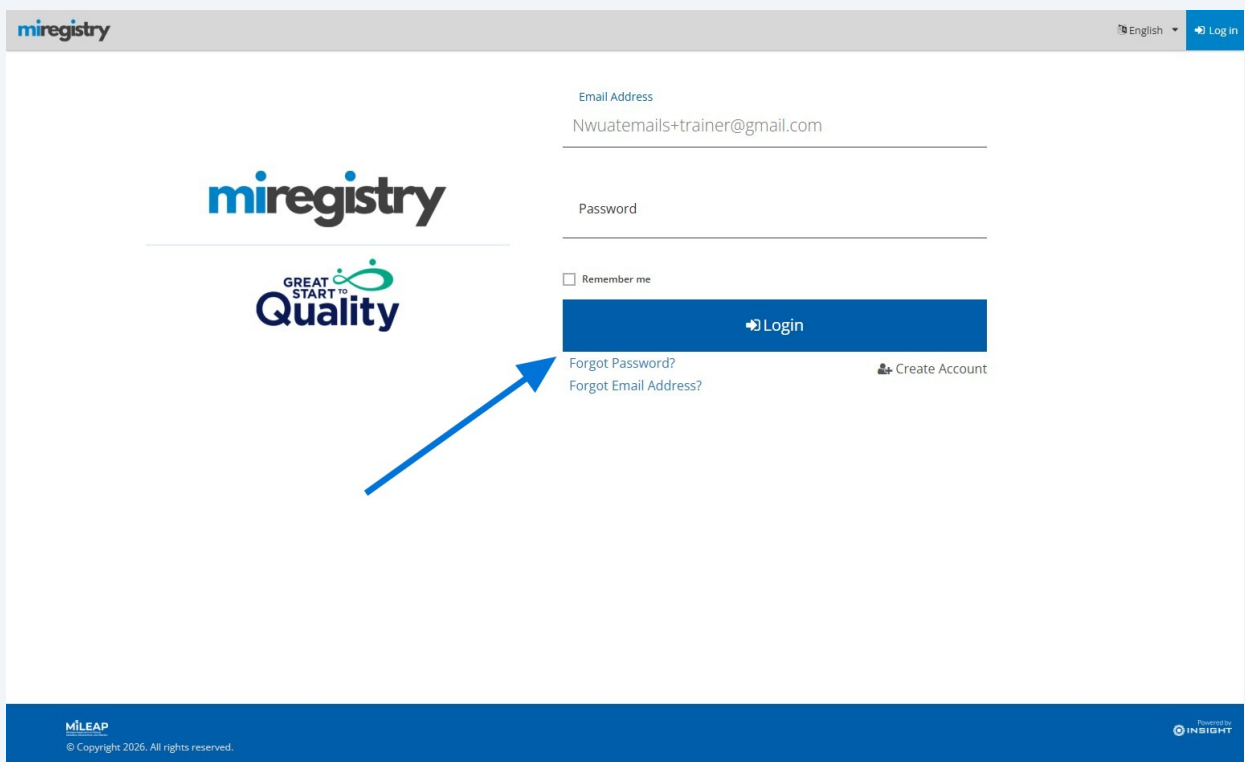
Training may be submitted through the profile of an Individual MiRegistry Approved Trainer or the profile of a Training Sponsor Organization.

Submitting a training in the MiRegistry system is a two-part process (submitting a course and submitting an event). This guide will walk you through the process of creating and submitting an event.



If you have not yet created your course, please see our [Creating a Course](#) guide. You will need to create your course before you can create your event.

1 Visit miregistry.org and log in.



2 In the left side menu of the profile screen, click "Training Entry".

- If you are creating an event as a Training Sponsor Organization, click on your name in the upper right corner of your profile screen and click on your organization to toggle to your Organization Profile. Then, access the menu on the left and click "Training Entry".
- If you are creating an event as an individual trainer, see Step 2.

The screenshot displays the miRegistry user profile interface. At the top left, the miRegistry logo is visible. The user's name is "Generic Trainer" and the language is set to "English". The user's profile information includes: "Welcome, Generic!", "MiRegistry ID #203097", "Primary phone number (888) 888-8888 / Primary Language English", and "Email mwuata@mails-trainer@gmail.com".

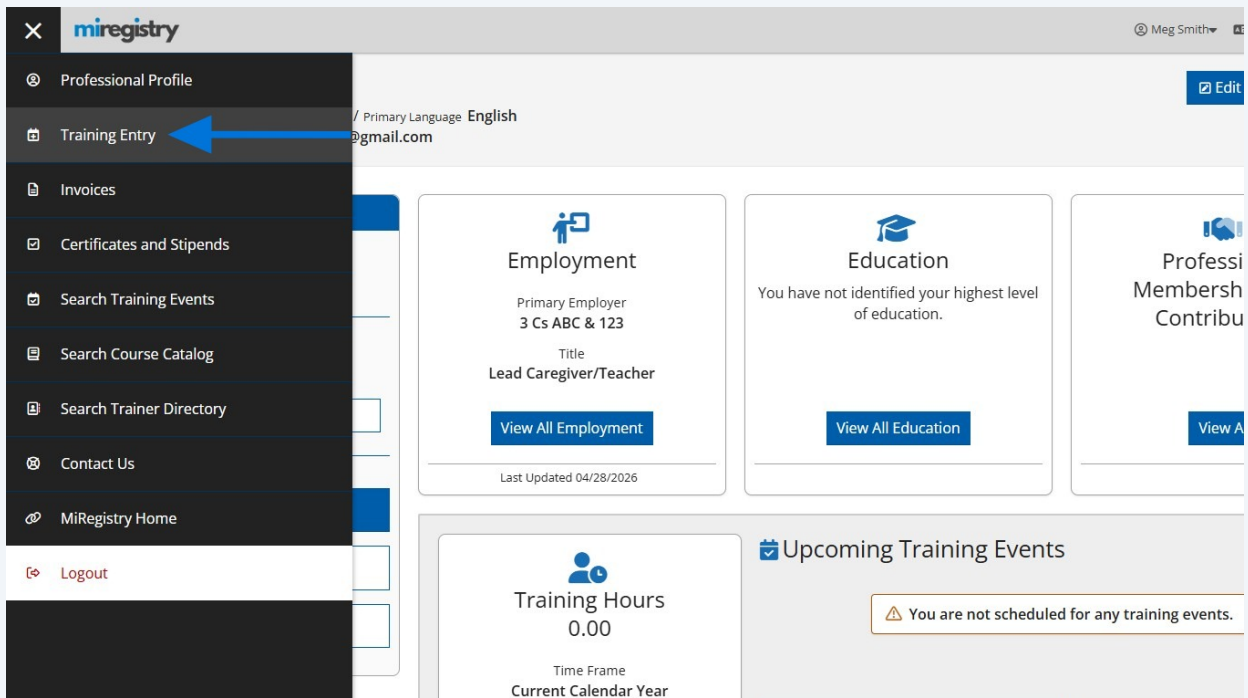
The main content area is divided into several sections:

- MY MEMBERSHIPS:** Lists two memberships: "Career Pathway Level Foundational Level One" (Expires 05/31/2027) and "Trainer Approved - Extending" (Expires 05/31/2026). A "View Trainer Info" button is present.
- Employment:** States "You have no current employment record." with a "View All Employment" button.
- Education:** Shows "Highest Verified Level of Education College Certificate" with Major(s) "asdf3" and a "View All Education" button.
- Professional Memberships and Contributions:** Includes a "View All" button.
- Training Hours:** Displays "0.00" for the "Current Calendar Year" with a "View All My Training" button.
- Upcoming Training Events:** A message states "You are not scheduled for any training events." with a "Search for Training" button.

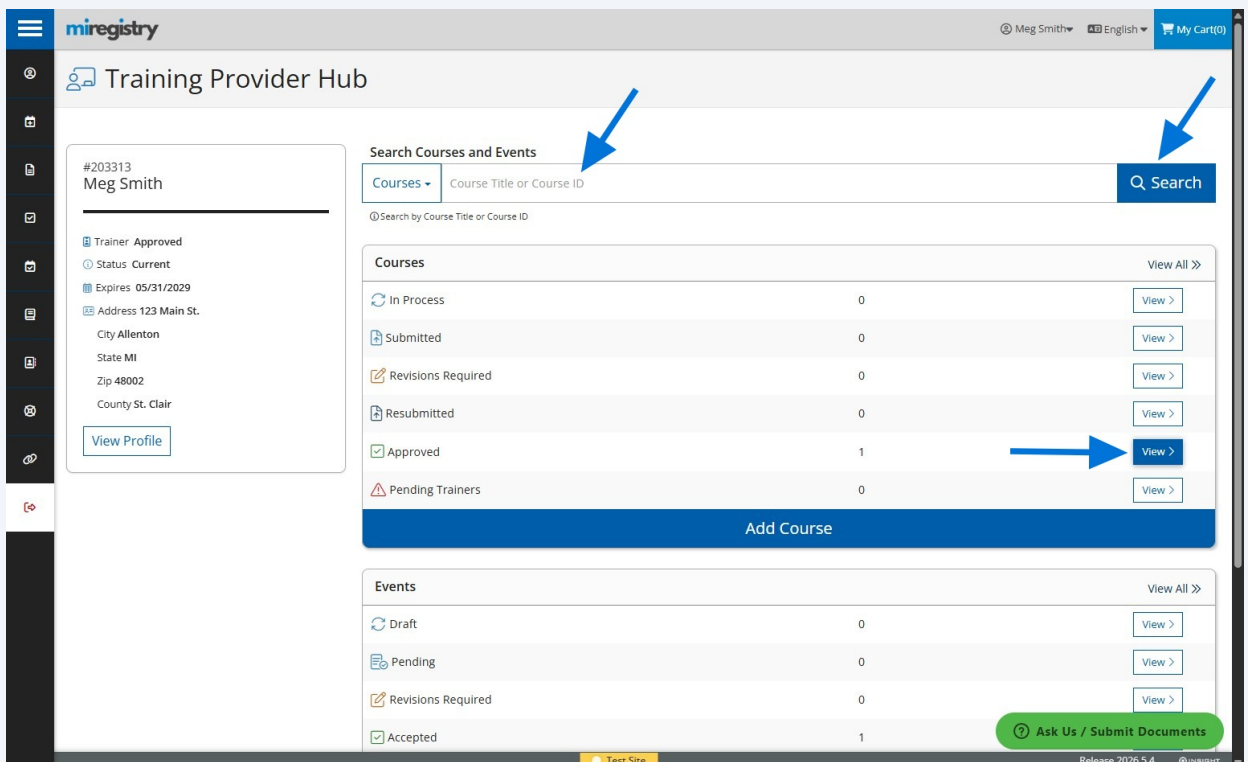
At the bottom, there are sections for "Reporting" (See your data in a printable format.) and "Notes" (Total Notes: 5). A green button labeled "Ask Us / Submit Documents" is located in the bottom right corner. The footer includes "Test Site" and "Release 2026.5.4".

3 In the left side menu of the profile screen, click "Training Entry".

- If you are creating an event as an individual trainer, simply access the menu from the left side of your individual profile and click "Training Entry."



4 To find a course, either search by Course Title or Course ID or click "View" next to Approved courses.



5

Click on the three dots within the course you would like to create an event from. Then, click "Manage Course" to access the Course Details.

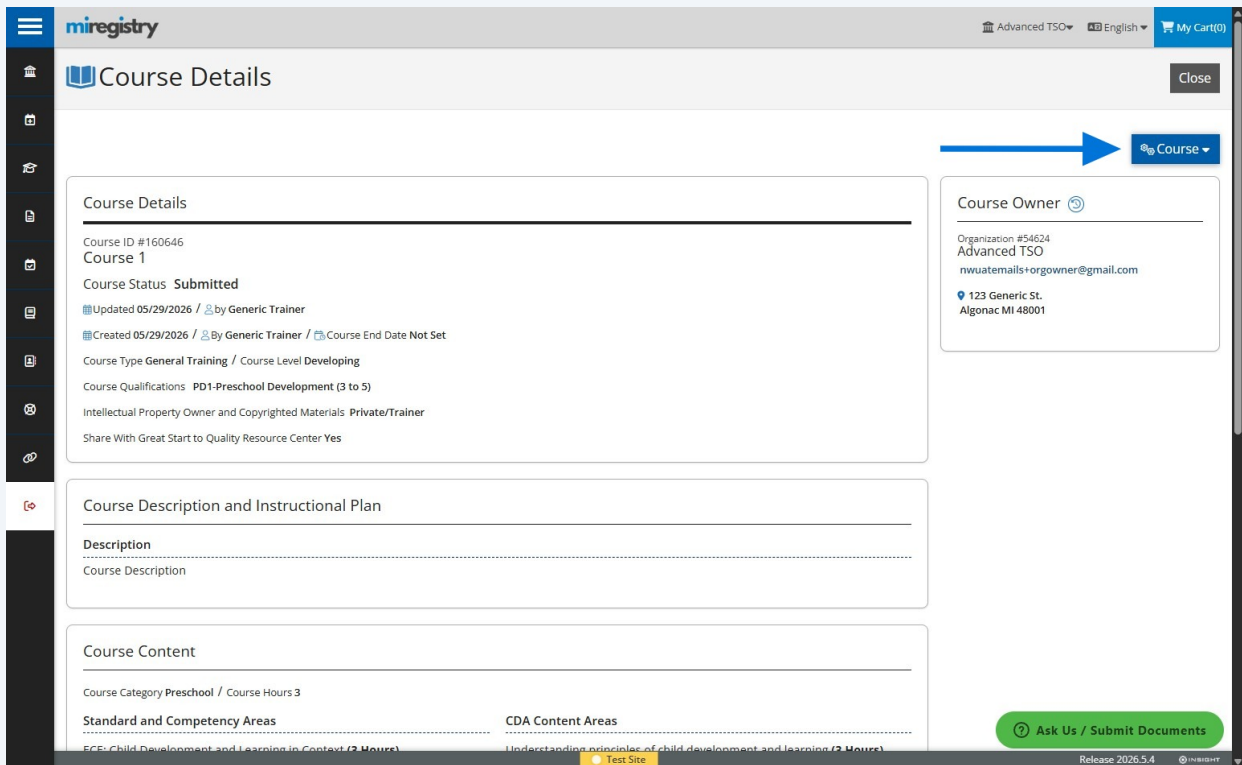
The screenshot displays the Miregistry Course Management interface. At the top, the user is logged in as Meg Smith in English, with a My Cart(0) icon. The main header is "Course Management" with a "Go Back" button. Below the header are five summary cards: "Total Courses In Process" (0), "Total Courses Submitted" (0), "Total Courses Revisions Required" (0), "Total Courses Resubmitted" (0), and "Total Courses Pending Trainers" (0). A "Go Back" button is also present in the top right of this section.

The left sidebar contains a "Filters" section with search fields for "Search Courses" (with a sub-option "Search by Course Title or Course ID") and "Course Owner" (with a sub-option "Search by Sponsor Organization or Trainer"). Below this is a "Course Status" section with checkboxes for Draft, Submitted, In Committee, Resubmitted, Revisions Required, **Approved** (checked), and Pending. Search and Reset buttons are at the bottom of the sidebar.

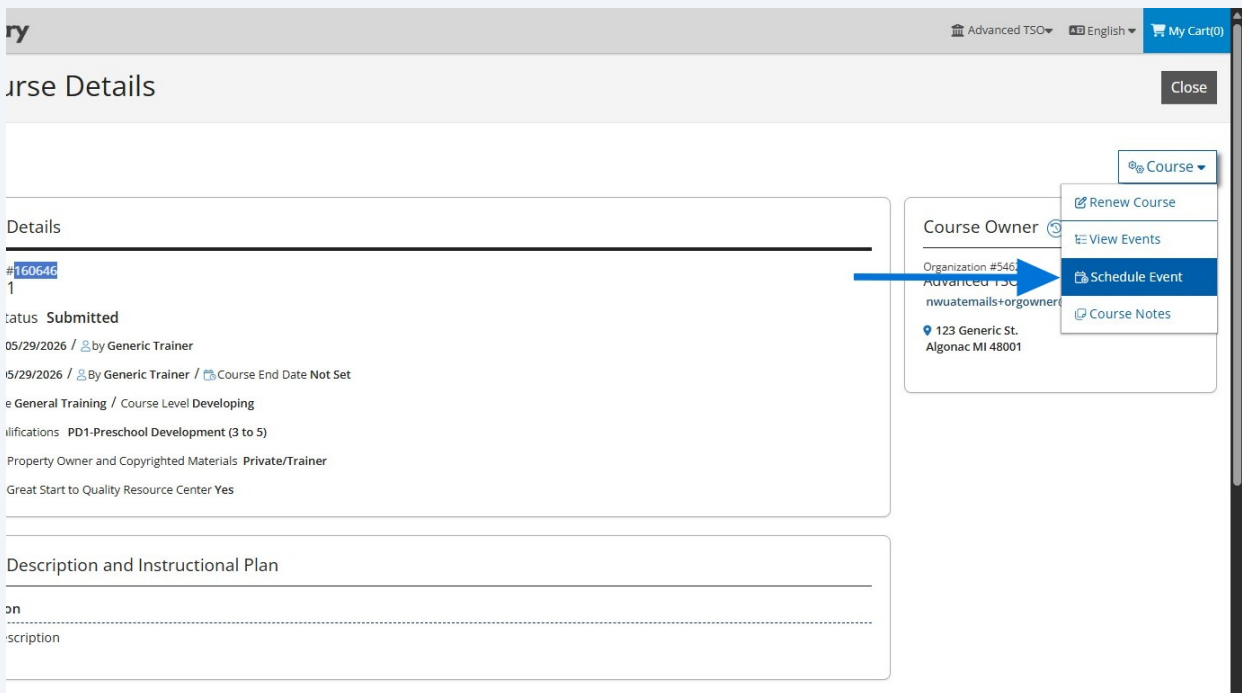
The main content area shows "Applied Filters: Approved" and "Sort by: Course ID (Highest First)". It displays "Showing 1 out of 1" course. The course details for "Course 1" (ID #160646) are shown, including its status (Approved), update date (05/29/2026), owner (Generic Trainer), course owner (Advanced TSO), creation date (05/29/2026), expiration date (05/29/2031), and 1 event created. A three-dot menu icon is visible next to the course name, with blue arrows pointing to the "Manage Course" and "View Events" buttons.

At the bottom right, there is a green "Ask Us / Submit Documents" button. The footer includes "Test Site", "Release 2026.5.4", and the Miregistry logo.

6 Under Course Details, click the "Course" button to view the menu.



7 Select "Schedule Event" in the drop down menu.



8 Click "Select a Course" and then "Continue"

Restricted to approved trainers

Event Details
Location Not Set

Course Owner
#54624
Advanced TSO

Description
Course Description

Applies Toward
✓ PD1-Preschool Development (3 to 5)

Standard and Competency Areas
✓ ECE: Child Development and Learning in Context (3.00 hr)

CDA Content Areas
✓ Understanding principles of child development and learning (3.00 hr)

Select a Course

Save as Draft

Continue >

9 Select an Authorized Trainer.

Select Authorized Trainer

Trainer List Trainer Map

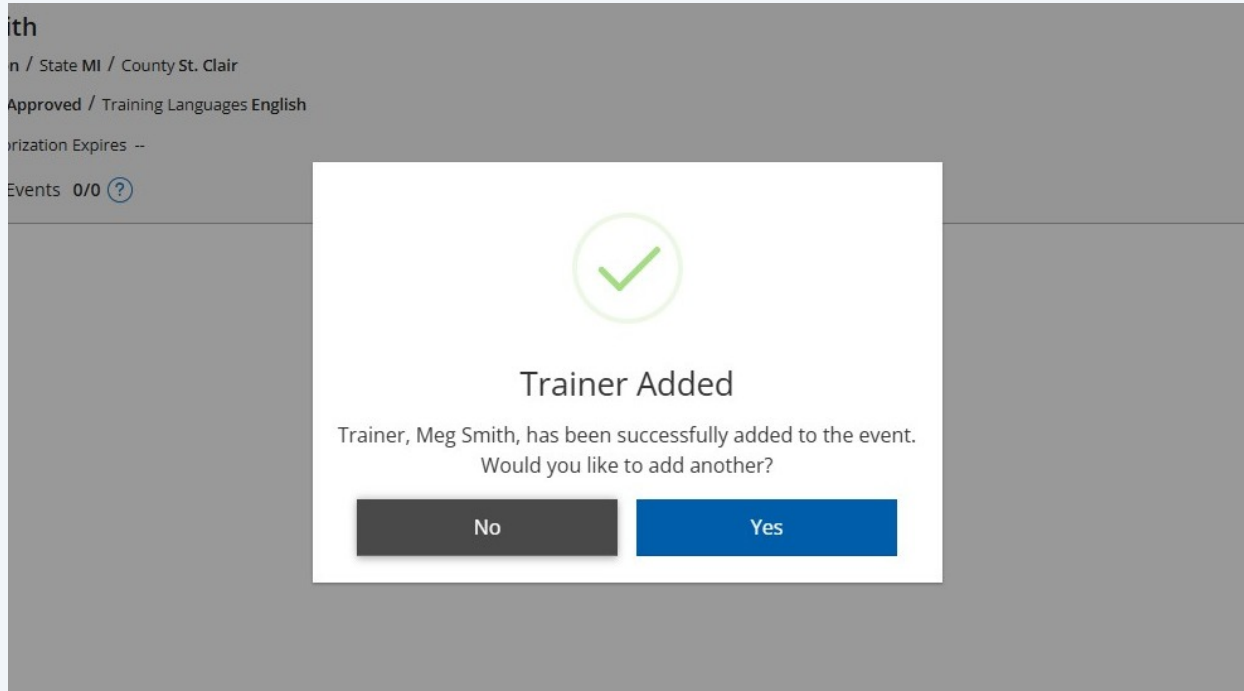
#203313
Meg Smith
City Allenton / State MI / County St. Clair
Trainer Type Approved / Training Languages English
Course Authorization Expires --
Number of Events 0/0 ?

Select

10

If your event will have multiple trainers, click "Yes" to add another trainer. You will be able to search for additional trainers using their name or MiRegistry ID and then select them.

If your event will have a single trainer, click "No".



11 Select "Confirmed" to confirm each trainer you selected for the event.

Please note, trainers must be confirmed in order for the event to be published.

The screenshot shows a sidebar on the left with navigation icons and three panels: 'Training Course' (ID #160646, Course 1, Status Approved, Classroom Hours 3.00 / Course Level Developing), 'Event Trainers' (ID #203313, Meg Smith), and 'Event Details' (Location Not Set). The main content area is titled 'Trainer Entry' and has tabs for 'COURSE', 'TRAINER & SPONSOR', and 'ASSESSMENTS & DELIVERY'. It displays the trainer's ID (#203313) and name (Meg Smith, Authorized Trainer) with a checked 'Administrative Access' box. Below this is a '+Trainer' button and a 'Confirmed' checkbox, which is currently unchecked. A note states: 'Trainers must be "Confirmed" in order to publish this event.' Underneath is a 'Training Language' section with a dropdown menu set to '-- Select Training Language --'. A red note below the dropdown says 'Required to submit'. At the bottom are buttons for '< Previous' and 'Save as Draft'.

12 Select a Training Language from the drop down menu.

This screenshot shows the same 'Trainer Entry' form as in step 11, but with the 'Confirmed' checkbox checked. The 'Training Language' dropdown menu is now open and shows 'English' selected. The 'Administrative Access' box remains checked. The 'Change' button is now visible next to the trainer's name. The 'Required to submit' note is still present. The bottom buttons are '< Previous', 'Save as Draft', and 'Continue'.

[Ask Us / Submit Documents](#)

13

After your trainers are chosen for the event, you can choose which trainer(s) have administrative access to the event. Please note that multiple trainers can have administrative access to the event.

After you have made your selection(s), click "Continue" to proceed.

The screenshot displays a web interface for managing a course. The top navigation bar includes 'COURSE', 'TRAINER & SPONSOR', 'ASSESSMENTS & DELIVERY', 'EVENT', and 'REGISTRATION'. The 'TRAINER & SPONSOR' tab is active. The main content area is titled 'Trainer Entry' and shows details for trainer #203313, Meg Smith (Authorized Trainer). A blue arrow points to the 'Administrative Access' checkbox, which is checked. To the right of this checkbox is a 'Change' button. Below this, there is a '+Trainer' button and a 'Confirmed' checkbox, which is also checked. A note below the 'Confirmed' checkbox states: 'Trainers must be "Confirmed" in order to publish this event.' Underneath is the 'Training Language' section, which includes a 'Select Language' dropdown menu currently set to 'English'. At the bottom of the form are three buttons: '< Previous' (blue), 'Save as Draft' (white), and 'Continue >' (blue). A blue arrow points to the 'Continue >' button. In the bottom right corner of the page, there is a green button with a question mark icon and the text 'Ask Us / Submit Documents'.

14

Make Assessment of Learning selection(s) for the event. You may choose multiple assessment types.

The screenshot shows the 'miregistry' interface. On the left, there is a sidebar with navigation icons. The main content area is divided into three sections: 'Training Course' (with details like #160646, Course 1, Status Approved, Classroom Hours 3.00, and Course Level Developing), 'Event Trainers' (with details like #203313 and Meg Smith), and 'Event Details' (with Location Not Set). The right side of the screen is titled 'ASSESSMENTS & DELIVERY' and contains the 'Assessment of Learning' section. A blue arrow points to the 'Assessment of Learning' section. Below the title, it says 'Please select all that apply.' and lists several options with checkboxes: 'Demonstration of Skills', 'Interview', 'Observation', 'Portfolio', 'Pre/Post Test', 'Project', 'Q&A', 'Reflection Paper', 'Research Paper', 'Self Report', and 'Other'. A red label 'Required to submit' is positioned above the 'Demonstration of Skills' checkbox.

15

Select the delivery method(s) for your event. You may choose multiple methods.

The screenshot shows the 'miregistry' interface. On the left, there is a sidebar with navigation icons. The main content area is divided into two sections: 'Not Set' and 'Delivery Methods'. The 'Delivery Methods' section is highlighted with a blue arrow. Below the title, it says 'Please select all that apply.' and lists several options with checkboxes: 'IN-PERSON or Classroom based', 'Conference', 'Online self-paced', 'Online interactive', 'Correspondence', 'Hybrid/Blended', 'Distance (e.g. IVN, Polycorn)', 'Infant Toddler Learning Community (ITLC)', and 'Child Care and Development Fund (CCDF)'. A red label 'Required to submit' is positioned above the 'IN-PERSON or Classroom based' checkbox. At the bottom of the screen, there are three buttons: '< Previous', 'Save as Draft', and 'Continue'. A green button with a question mark icon and the text 'Ask Us / Sub' is located in the bottom right corner.

16


Click "Continue" to proceed.

Self Report
 Other

Delivery Methods

IN-PERSON or Classroom based
 Conference
 Online self-paced
 Online interactive
 Correspondence
 Hybrid/Blended
 Distance (e.g. IVN, Polycom)
 Infant Toddler Learning Community (ITLC)
 Child Care and Development Fund (CCDF)

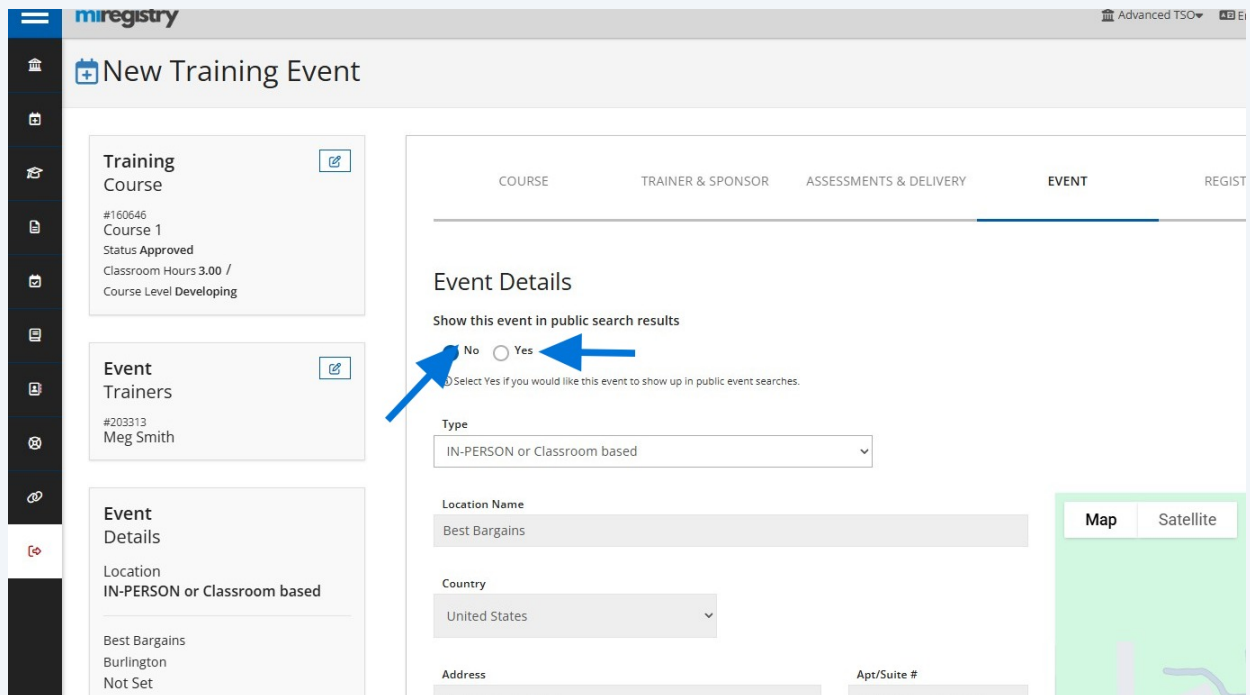
[< Previous](#) [Save as Draft](#) [Continue >](#)



17 Select whether you would like the event shown in the public search results.

If you want the event published on the statewide training calendar, you will click "Yes". If the event is being created for a predetermined group and you do not want others to register for the event, you will choose "No".

This can be edited at any time on the Event Details page.



18 Select the type and location of the event.

If your event is in person, select "IN-PERSON or Classroom based".

You can select a location from your previously saved locations by clicking "Saved Locations" or enter a new location by clicking "+Location".

Select Yes if you would like this event to show up in public event searches.

Type
IN-PERSON or Classroom based

Begin typing the address or location name to search your saved locations

Search Saved Locations
Search saved location

+ Location Saved Locations

Confirmed
Location must be "Confirmed" in order to publish this event.

Event Date & Time

19 If your event is online, select "Online" and enter the URL in the Web Address field.

Event Details

Show this event in public search results
 No Yes
Select Yes if you would like this event to show up in public event searches.

Type
Online

Web Address
Enter URL

Confirmed
Location must be "Confirmed" in order to publish this event.

20

Select "Yes" for self-paced when each individual participant completes the training on a different date. Otherwise, select "No."

In cases where the Event occurs over the course of more than one day and attendees must attend all sessions to receive credit, select YES create a Multiple Sessions event. For example, a single event is 16 hours. Attendees complete the event in two days for a total of 8 hours each day and attendees must attend both days to receive credit for completion of the 16-hour event.

Please Note: Providing the same event to different attendees, for example giving the same event at a conference more than one time, to different audiences is not a multiple session event. In these cases, each event needs to be scheduled separately.

The screenshot displays a web interface for configuring an event. On the left, a vertical sidebar contains navigation icons. The main content area is divided into two columns. The left column contains two summary cards: 'Event Trainers' (listing #203313 and Meg Smith) and 'Event Details' (listing Location as Online and Not Set). The right column contains configuration options. At the top, 'Show this event in public search results' has radio buttons for 'No' and 'Yes' (selected), with a note: 'Select Yes if you would like this event to show up in public event searches.' Below this is a 'Type' dropdown menu set to 'Online' and a 'Web Address' text input field with the placeholder 'Enter URL'. A 'Confirmed' checkbox is unchecked, with a note: 'Location must be "Confirmed" in order to publish this event.' The 'Event Date & Time' section includes 'Self-Paced' radio buttons for 'No' (selected) and 'Yes', with a note: 'Select Yes only if this event has unique start and end dates for individual participants.' Below that are 'Multiple Sessions' radio buttons for 'No' (selected) and 'Yes', with a note: 'Select Yes only if this event has live scheduled sessions.' At the bottom, there are 'Start Date' and 'End Date' input fields, both with the placeholder 'mm/dd/yyyy' and a calendar icon. A green button labeled 'Ask Us / Sub' is in the bottom right corner. Two blue arrows point from the 'Event Details' card to the 'Self-Paced' and 'Multiple Sessions' options.

21

Enter a Start and End Date for the event. Self-paced events can be open for 1 year in length. (Example: 1/1/2026-12/31/2026).

Enter URL

Confirmed
① Location must be "Confirmed" in order to publish this event.

Event Date & Time

Self-Paced

No Yes
① Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No Yes
① Select Yes only if this event has live scheduled sessions.

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

22

Check the box to confirm your selected event dates.

Event Date & Time

Self-Paced

No Yes
① Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No Yes
① Select Yes only if this event has live scheduled sessions.

Start Date
05/29/2026

End Date
05/28/2027

Confirmed
① Date must be "Confirmed" in order to publish this event.

Addl. Date/Time Info

Enter Addl. Date/Time Info

① Maximum of 500 characters

23

Enter contact information for the event. Then, click "Continue".

The screenshot shows a contact information form with the following fields and elements:

- Firstname Lastname:** A text input field.
- Country:** A dropdown menu with "United States" selected.
- Address:** A text input field containing "123 Generic St."
- Zip Code:** A text input field containing "48001".
- City:** A text input field containing "Algonac".
- State:** A dropdown menu with "MI" selected.
- Phone:** A text input field with a country code dropdown (USA) and a placeholder "e.g. (201) 555-0123".
- Fax:** A text input field with a country code dropdown (USA) and a placeholder "e.g. (201) 555-0123".
- Website:** A text input field with a placeholder "Enter Web Address".
- Additional Contact Info:** A large text area with a placeholder "Enter Additional Contact Info" and a note "Maximum of 500 characters".
- Navigation Buttons:** Three buttons at the bottom: "< Previous" (blue), "Save as Draft" (white), and "Continue >" (blue).

Blue arrows indicate the following actions:

- Three arrows on the left point to the "Firstname Lastname", "Country", and "Phone" fields.
- A single arrow on the right points down to the "Continue >" button.

24

Select "Yes" if registration is required for your event.

Then, choose whether you want attendees to register within the MiRegistry system or through your own external registration site.


- Select "**MiRegistry Online Registration**" if you want attendees to register within the MiRegistry system. MiRegistry Online Registration allows attendees to register directly within the MiRegistry system, adding them to the event roster. Please note: You must become a Training Sponsor Organization in order to use MiRegistry Online Registration.

- Select "**External Online Registration**" to allow trainers to enter an external registration link for attendees to leave the system and register through an external website. Attendees will not be added to the event roster upon registering for the event. If External Online Registration is chosen, the system will allow you to choose the registration deadline, enter a registration web address, and enter a training fee.

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

Event Registration

Is registration for this event required?


Yes 

No

Where do you want attendees to register?

Select whether the attendees for this event will register directly within the MiRegistry system, or if they will register externally in your own registration system

Required

MiRegistry Online Registration 

External Online Registration
Ⓢ This will direct users to your external registration site.

[< Previous](#) [Save as Draft](#) [Save & Review](#)

25

If your event is free, check the box next to "This is a Free event". If your event will have registration fees, leave the box unchecked and fill out fee information later in the process.

External Online Registration
ⓘ This will direct users to your external registration site.

Please complete the fields below to enable online registration for this event.

This is a Free event
ⓘ If Yes, no registration fees can be configured or collected.

Max Number of Participants

Registration Start Date
 ⓘ mm/dd/yyyy Required to submit

Registration End Date
 ⓘ mm/dd/yyyy

26

Enter the maximum number of participants, registration start and end date, whether you would like to hide the listing until the registration start date, and what additional information you want to collect from attendees at registration.

This is a Free event
ⓘ If Yes, no registration fees can be configured or collected.

Max Number of Participants

Registration Start Date
 ⓘ mm/dd/yyyy Required to submit

Registration End Date
 ⓘ mm/dd/yyyy

Hide Listing Until Registration Start Date


Would you like to require some optional data elements?
The data elements listed below are optional by default. Check any or all that you would like to require attendees to provide, or leave unchecked to remain optional.

Require Company/Organization Name
 Require Mailing Address
 Require Primary Phone Number
 Require Mobile Phone Number

27

Click "Registration Emails and Text" to manage the text that will appear on the registration page and confirmation page, as well as in the confirmation and reminder emails.

Complete the fields below to enable online registration for this event.

 Registration Emails and Text

This is a **Free event**

Since this is a free event, no registration fees can be configured or collected.

Maximum Number of Participants

Registration Start Date

05/27/2026



dd/yyyy

Registration End Date

05/27/2027



mm/dd/yyyy

Display Event Listing Until Registration Start Date

Do you like to require some optional data elements?

28




Add the text you would like to have displayed on the Review Page and Confirmation Page for your event.

- The Review Page text is displayed when an individual clicks on "Register online."
- The Confirmation Page text is displayed after the individual has registered for the event.
- Please note that the system automatically fills in text which can be edited for each event.

Registration Emails and Text Management

Review Page Text




Set the text to be displayed at the top of the registration review page.

B I U   

Insert text here ...

Confirmation Page

Set the text to be displayed at the top of the registration confirmation page.

B I U   

Insert text here ...

29

Add the text you would like to have displayed at the top of the confirmation email and reminder email attendees will receive. Once you are finished adding text, click "Save" to proceed.

- The Confirmation Email is sent when an individual registers for an event.
- You can CC yourself on the email so that you are notified when an individual registers for the event.
- Multiple individuals can be CC'ed if a semi colon is entered between emails.
- The Reminder Email is sent out 3 days prior to the event start date.

The screenshot shows a web-based form for configuring email notifications. At the top, there is a rich text editor for the confirmation email with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link (G), Unlink (G), Bulleted List (≡), Numbered List (≡), and Text Color (T). Below the editor is a text input field containing the placeholder text "Confirmation email text here". A blue arrow points to this field. Below the confirmation email section is a "Send CC to:" section with a checked checkbox and a text input field containing the email address "nwuaternails+orgowner@gmail.com". A small note below the field states "Multiple email addresses may be entered separated by semicolons". Below the CC section is the "Reminder Email" section, which includes the instruction "Set the text to be included at the top of the reminder email. Reminder emails are sent following the last day of registration." and another rich text editor with a toolbar and the placeholder text "Insert text here ...". A blue arrow points to this second text editor. At the bottom of the form is a dark blue bar with two buttons: "Save" on the left and "Close" on the right. A third blue arrow points to the "Save" button.

30

Event registration can be limited to specific regions and counties of the attendee's home address listed in their profile. If they live outside of the parameters set by the trainer, they will not be allowed to register in the system. As a trainer/training sponsor organization, you will be able to add the registration to the roster on your end.

- To choose which regions and/or counties you would like to limit registration to, select 'Yes'. Next, choose the region and counties within that region that you would like the registration to be limited to.
- If you do not want to limit registration, select 'No'.

Require Mobile Phone Number

Would you like to limit registration for this event to attendees in specific counties?

If yes, this will only allow attendees in the counties selected below to register for this event.

Yes
 No

Please select the approved regions and/or specific counties in which attendees must live, in order to register.

Central
 Eastern
 Kent
 Northeast
 Northwest
 Southeast
 Southwest
 Upper Peninsula
 Wayne-Oakland-Macomb
 Western

Registration Options

31

If your event is a fee-based event, click "+ Option" in the Registration Options section to manage your registration fee.

Require Mobile Phone Number

Would you like to limit registration for this event to attendees in specific counties?

If yes, this will only allow attendees in the counties selected below to register for this event.

Yes

No

Registration Options ➔ [+ Option](#)

⚠ No Registration Options Created.

Additional Items [+ Item](#)

ℹ Click "+ Item" to Add Additional Event Items.

Additional registration items may include items with fees such as promotion items, as well as items used for data collection.

[< Previous](#)
[Save as Draft](#)
[Save & Review](#)

32

Enter the registration name, registration fee, registration start and end dates and an optional registration description.

- Please note that the registration start date and end date for this fee should match the registration start and end dates of events.
- If you have multiple fee schedules, please ensure that there is not a gap in fees.

[✎](#) Registration Option Management

Registration Name

Registration Fee

Required

Registration Starts

Required

Registration Ends

Required

Registration Description

B I U

Enter Registration Description

Application Fees
 Online registration is a fee-based service provided by New World Now, LLC
 Fees charged upon checkout to each training provider by New World Now LLC during checkout are:
 \$1.00 Flat Fee, plus 2.5% of total registration fees for all events purchased.

Payment Processing Fees
 Online payment is a fee-based service provided by Stripe, Inc.
 Fees charged upon checkout to each training provider by Stripe, Inc. for online credit card payments are:
 \$0.30 flat fee, plus 2.9% of total registration fees for all events purchased.

33

Click "Save & Review". Review your event details, making any necessary edits before submitting the event.

Would you like to require some optional data elements?

The data elements listed below are optional by default. Check any or all that you would like to require attendees to provide, or leave unchecked to remain optional.

- Require Company/Organization Name
- Require Mailing Address
- Require Primary Phone Number
- Require Mobile Phone Number


Would you like to limit registration for this event to attendees in specific counties?

If yes, this will only allow attendees in the counties selected below to register for this event.

Yes

No

[< Previous](#) [Save as Draft](#) [Save & Review](#)



34

As you review, you will notice any missing required information marked with a red triangle. To edit or add information, click "Manage" next to the section you wish to edit.

This event will show in public search results.
Show this event in public search results
 Yes No
⓪ Select Yes if you would like this event to show up in public event searches.

Event Details [Manage](#)

Location
▲ Missing Information Required to Submit. ←
▲ The location for this event has not yet been approved.

Online
Web Address Not Set

Date
✔ The date for this event has been finalized.
📅 Friday, May 29, 2026 - Friday, May 28, 2027 (Ongoing)

Event Contact Information [? Ask Us / Submit Documents](#)

[Test Site](#) Release 2026.5.4

35

Click "Submit Event" to submit your training event for approval.

Training Event Documentation [Manage](#)
Supporting documentation for this training event.

❌ No documents have been added.

[Submit Event](#) ←

Training Event Notes [+ Note](#)

Filter by: Filter by Activity Sort by: Most Recent

❌ No notes have been added.

© 2026. All rights reserved. MiRegistry / 2908 Marketplace Dr, Suite 103, Fitchburg, WI 53719 / P: 833-386-9238 / F: 1-888-825-9995 / support@miregistry.org / www.miregistry.org
Great Start to Quality / P: 1-877-614-7328 / greatstarttoquality@ecic4kids.org / www.greatstarttoquality.org [? Ask Us / Submit Documents](#)

36

Read and agree to the Online Registration Terms and Conditions. Then, click "Continue" to submit your event.

After submitting, please keep in mind:

- Events are reviewed within 3 business days.
- You will receive an email when the event has been reviewed.
- The event may require additional revisions before it can be approved.

